

City of Stillwater

FEMA Elevation Certificate

Requirements and Process

The FEMA National Flood Insurance Program Elevation Certificate, referred to here as the FEMA Elevation certificate is an important tool of the National Flood Insurance Program (NFIP). It is to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment (LOMA) or Letter of Map Revision base on fill (LOMR-F). This is more completely explained in the attached FEMA Elevation Certificate and Instructions. Should you have further questions, please contact the City of Stillwater's Stormwater Program Manager at stromwater@stillwater.org, or (405) 533-8436 or the City's Development Services Department staff at (405) 742-8220 for assistance.

Below are the basic steps necessary to have the FEMA Elevation certificate completed by an Oklahoma Licensed Land Surveyor and other submittal guidelines:

1. For those structures, which are planned for construction within a floodplain within the City of Stillwater, the applicant must design the structure to meet the requirements for basic flood resistances. For residences within the floodplain the applicant must set the finished floor elevation of the structure a minimum of one foot (1'-0") above the Base Flood Elevation (BFE). For non-residential structures the building may be raised above the floodplain BFE or the building may be flood proofed.
2. The BFE is determined using Flood Insurance Rate Maps (FIRM) produced by Federal Emergency Management Agency (FEMA).
3. The BFE can be determined by an Oklahoma Licensed Land Surveyor.
4. Maps are available from FEMA and copies may be examined at the City offices.
5. The FEMA Elevation Certificate must be submitted as part of the Building Permit application materials and final elevations must be verified and certified as part of the completion requirements for the Certificate of Occupancy and a fully executed certificate submitted to the City in order to complete the project.
6. The Certificate must be completed by an Oklahoma Licensed Land Surveyor.
7. A copy of the full FEMA Elevation certificate and Instructions is provided as a pdf attachment.

Limitations of this Brochure

These steps are basic. This brochure is for general information purposes only. No part of this brochure may be construed to provide complete guidance on the requirements for a FEMA Elevation certificate. Please review the instructions contained in the Permit application and instructions and consult with your professional. Should you have technical questions, please consult with the Development Services Department staff or with the City's Stormwater Program Manager at stormwater@stillwater.org.

10/4/2010



FEMA

NATIONAL FLOOD INSURANCE PROGRAM

ELEVATION CERTIFICATE

AND

INSTRUCTIONS